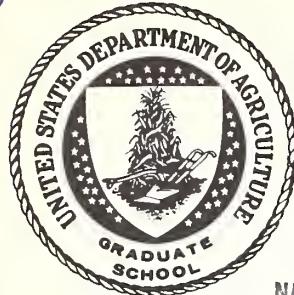


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GRADUATE SCHOOL

CONTINUING EDUCATION
FOR THE FEDERAL
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CALENDAR

June 1969

June 21 - 27	JUN 20 1969	Second Summer Semester Registration by Mail
June 30 - July 3		Registration in Person
July 1	COUNTDOWN	Faculty Luncheon - to be announced
July 4		Independence Day - holiday

SELF-EVALUATION STUDY HIGHLIGHTS

Graduate School students, faculty, committee members, agency training officers, and full-time staff members who filled out anonymously questionnaires distributed in our self-evaluation study gave the school very high ratings.

This was brought out at our June faculty luncheon when J. James McPherson, chairman of the self-study steering committee, summarized results of the study and recommendations of the committee. While we are very gratified with the positive feed-back we have received, we stand to gain much more by concentrating on the few areas where improvements are needed.

Suggestions that cropped up most frequently, he said, touched on improvements in counselling services, improvements in library services, credits for course work, and improvements in some classrooms.

More than a third of the evening and day students responding to the questionnaires felt that our counselling services prior to registration should be improved. Among suggestions offered were: include better course descriptions and listing of pre-requisites in the catalogs; develop an interpretative folder on the Graduate School including the names and telephone numbers of certain subject matter specialists who could assist students; encourage students to call instructors for answers to questions before registration; provide in each agency Graduate School representatives trained by the school to help students; make better use of the many educational counsellors who are on the full time staff of the Graduate School; and hire full time counsellors.

Among other results, the steering committee found in summarizing responses:

Over ninety percent of respondents agreed that the primary purpose of the Graduate

School is to provide continuing education and training opportunities for working adults.

Over ninety-five percent of the students felt that they were treated like adults by their teachers. They described courses as practical, relevant, and responsive to emerging and changing needs. They termed the faculty dedicated, experienced, and knowledgeable, and described the climate for learning as informal, healthy, and conducive to learning.

Course fees are reasonable, more than seventy-one percent of the evening and day students responding "strongly agreed." Only 1.8 percent either "partially" or "strongly" disagreed.

Some eighty-seven percent of the respondents, in all groups, felt that the Graduate School is making a "significant contribution to government."

Classes are about the right size, said more than eighty-six percent of the student respondents.

Students are "highly motivated and eager to learn," said eighty-five percent of the faculty respondents.

Borrowed classroom space does not seriously interfere with learning in the view of sixty-five percent of the faculty and seventy percent of the students, who felt that other factors were more important. However, some respondents pointed to the difficulties resulting: insufficient chalkboard and audio-visual aids, occasional lack of writing and or even note-taking facilities. The many locations in which classes are taught was seen as a convenience by some and an inconvenience by others.

Only 35.7 percent of the faculty respondents indicated that their honoraria should be higher; the remainder responded that it is about right or of peripheral importance -- and 1.3 percent felt it should be lower!

Finally, evidence that the Graduate School is indeed a "learning community" can be adduced from the fact that more than fifty-seven percent of the committee members and forty-one percent of the faculty responding stated that they themselves have taken Graduate School courses.

Representatives of each of the groups surveyed made a number of specific recommendations for the future including: "publicize the school more widely," "preserve the no-degree policy, flexibility, ease of admission, high quality of practical and knowledgeable instructors," "offer more day courses, evening courses in the suburbs, contract courses for agencies in and out of Washington," "seek more government financial support, contributions from alumni and other donations," "get your own training building and equip it with the latest training aids including TV, laboratories, individual study carrels, computers and other new audio-visual

aids."

Gratifyingly enough someone wrote, "Keep your course evaluation policy and the self-evaluation idea."

Suggestions for new courses were numerous and will be referred to appropriate Graduate School committees.

Recommendations of a major policy nature such as "get a building of your own," and one made by the steering committee, "change the name of the school," will be referred to the General Administration Board for action. Others will be put in priority order and implemented during the coming years.

Assistant Director, Edmund N. Fulker, who headed up the self-study wishes to thank all of you who filled out questionnaires and contributed ideas to help us chart our future course. While the formal part of the self-study of gathering ideas is now completed we must remember that evaluation, including self-evaluation, is like self-improvement -- the job is never done. Institutional self-renewal is like the individual self-renewal -- a lifelong journey.

AWARD WINNERS

Our heartiest congratulations to seven Graduate School associates, and U. S. Department of Agriculture employees, who were recent award winners.

Recipients of USDA's highest award, the Distinguished Service Award, were Alfred L. Edwards, Deputy Assistant Secretary for Rural Development and Conservation, who is advisor to our Special (Day) Program on Economic Development; M. L. Upchurch, Administrator, Economic Research Service, who serves on our faculty; and Carl B. Barnes, Director, USDA Office of Personnel, a former student and a former member of the General Administration Board.

Receiving USDA's Superior Service Award were Tony M. Baldauf, Deputy Director, USDA Office of Plant and Operations, who is a faculty member and chairman of our subcommittee on Procurement and Property Management; Jerome A. Miles, Deputy Director, USDA Office of Budget and Finance, who is chairman of our committee on Office Techniques and Operations; and Wesley B. Sundquist, Director, Farm Productions Economics Division, Economic Research Service, who is a member of our Social Sciences Committee and chairman of our subcommittee on Economics.

Rudolph A. Wendelin, staff artist in the USDA Office of Information, who designed symbols for two Graduate School books, "Environmental Improvement" and "Providing Quality Environment in our Communities," was the recipient of the 1968 Horace Hart Award of the Education Council of the Graphic Arts Industry for Distinguished service in the field of printing and publishing.

FORMER DIRECTOR WRITES

Lewis H. Rohrbaugh, former director of the Graduate School and currently director, Boston University Medical Center, wrote to us recently -- "I have read with much interest the comments in the May Newsletter on the Graduate School's self-evaluation study. I congratulate you not only on making the study but on your courage and wisdom in having discussed so broadly and so frontally the pros and the cons."

ENROLLMENTS

Mrs. Coblenz reports that 1,625 are enrolled in evening summer classes.

Dr. Kendrick lists 284 in Saturday morning data processing classes and 95 in day-time computer classes. We are offering training in data processing under contract at Robins Air Force Base.

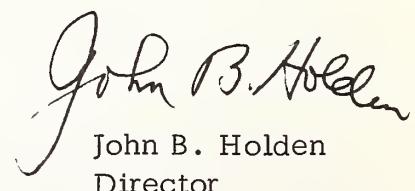
Mrs. Grantham reports 1,595 total new enrollments in the Independent Study Program as of the end of May.

Mr. Henderson reports that the seminar "Managing Management Time" is oversubscribed and an additional program is being provided the Internal Revenue Service on contract. We will also provide management training for the Office of Education under contract beginning in August. Several courses in supervision have been successfully offered at the National Institutes of Health. We have just completed our first course in Executive Effectiveness for Managers of Managers held at the Belmont residential center of the Smithsonian Institution.

Mr. Barlow has developed and coordinated a number of reading and writing improvement courses under contract in several agencies. He is also developing a two-week training program in area studies for approximately 50 Army civil affairs reserve officers and enlisted personnel to be completed this summer.

SECOND SUMMER TERM

We are encouraging people to register by mail for our new second summer term. Registration by mail is from June 21 through June 27 and in person from June 30 to July 3. Classes start the week of July 7. The program is focused on current issues in our society and topics of interest to young adults. Why don't you tell the summer employees and any young adults about the opportunities we are providing. Schedules may be obtained by calling DU8-6337 or Code 111 ext. 6337.



John B. Holden
Director